

Title 30: Professions and Occupations

Part 2101: Cosmetology, Board of

Part 2101 Chapter 5: Schools

Rule 5.2 Procedures for the Opening of A New School

- A. Procedure for filing an application for initial school approval.
 - 1. Any person contemplating owning or operating a school must make an appointment with the Board to discuss in detail the operation and conduct of a school.
 - 2. Interested persons must completed a Personal Survey Form and return to the State Board of Cosmetology prior to the initial meeting with the Board.
- B. An application for a license to conduct a school must be submitted on an application form prescribed and provided by the Board, accompanied by such evidence, statements or documents as required, and filed with the Board at its office in Jackson, MS.
 - 1. The following information must be provided with the application:
 - a. Required fee.
 - b. Floor plan of the proposed school, indicating measurements for each area, and equipment layout.
 - c. The name, address and telephone number of the manager/supervisor, and the name, address, license number and registration number of the instructor(s) of the proposed school.
 - d. A copy of the contract form to be used between the school and the student.
 - e. A copy of proposed brochures, catalogs and advertisements.
 - f. Two (2) recent passport photographs of the applicant, taken within 90 days prior to application.
 - 2. An incomplete application will be returned to the applicant within thirty (30) days after received by the Board, with the cause for the return.
- C. The Initial Inspection

Upon receipt and approval of Application for Approval and Personal Survey, the Board shall conduct an initial inspection.

1. The inspection will be performed by two or more agents of the Board for the purpose of determining:
 - a. Suitability of:
 - (1) The proposed location.
 - (2) Proposed rooms, including adequacy of floor space, plumbing, ventilation, lighting, etc., in accordance with the floor plan.
 - (3) Proposed items of equipment and material.
 - b. Satisfactory evidence of proper provisions for duly licensed instructors and properly qualified manager/supervisor.
2. The findings of the initial inspection will be submitted to the Board for its approval at its next regular meeting. The applicant will be notified in writing of the decision of the Board within 30 days.

D. Final Inspection and Approval of Proposed Schools

1. If the inspection is found to be in order and the results of the initial inspection approved, a final inspection will be made by two (2) agents of the Board, at least one of which will be a Board Member.
2. The final inspection will be conducted in order to determine that:
 - a. All requirements, as indicated in the application have been strictly adhered to by owners of the proposed school.
 - b. School has met building or fire code requirements as evidenced by copy of inspection report by local authorities.
3. No School will be approved until the Board has had ample opportunity to verify sworn statements as to the actual ownership, and all other claims and representations set forth in the “Personal Survey Form”, the “Application for Approval”, the “Initial Inspection Report”, and the Final Inspection Report.
4. If all requirements and qualification are met, the Board will cause written approval to be issued. No school will be considered approved, nor will classes be allowed to begin, until said approval has been executed.

5. The Board reserves the right to deny school approval to any applicant who fails to meet the requirements for conducting a school and/or who fails to present satisfactory evidence of his or her business, professional integrity and experience.

E. Miscellaneous Information

1. *Enrollments.* Students may be registered, but not admitted to class until such time as the school has received its final approval.
2. *Instructor.* Each school must have on its staff at least one full-time instructor who is charged with the responsibility of the teaching program, and who is considered the lead instructor. This person must hold an active current license in the state at the time of application for school approval.
3. The board may revoke or suspend the approval of any school for any violation of any of the conditions set forth for licensing, or if further investigation reveals misrepresentation on the part of the applicant.

Source: Miss. Code Ann. §§ 73-7-7; 73-7-16 (Rev. 2013)

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